

September 22, 2015

A work session of the Council of the Town of Bedford, Virginia, was held in the Council Hall of the Municipal Building at 5:30 p.m., September 22, 2015.

Members present: Mayor Robert T Wandrei; Councilman Tim Black; Councilman Stacey L. Hailey; Vice Mayor Steve C. Rush; and Councilman James A. Vest

Members absent: Councilman Robert D. Carson and Councilman Beckham A. Stanley

Staff present: Town Manager Charles P. Kolakowski; Town Attorney W. W. Berry, IV; and Clerk of the Council Teresa W. Hatcher

Mayor Wandrei opened the meeting.

Councilman Vest, Chairman of the Finance Committee, said that Mr. Berry's bills had been authorized to be paid.

Sonia Jammes, Finance Director, reported on the following items:

- The auditors are finalizing the 2015 annual financial report and the presentation is tentatively scheduled for the Council meeting of October 22.

After discussion, it was decided that the auditors present the report to the Finance Committee, then present it at a work session, and then at a regular Council meeting. Members of Council are to be given a copy of the report as soon as it is available.

- The FY 2017 budget process will be opened as soon as the auditors give the final authorization to close the FY 2015 budget.
- The Merchant Card Services RFP Team has made the decision to rebid the RFP process – the Team could not come to an agreement with the vendor that was selected as far as the costs they were going to charge the customer to use a credit or debit card.
- The General Obligation Public Improvement Bonds Series 2005, the Equipment Lease Purchases 2005, and the Electric Revenue Bond 2005 will be in arbitrage rebate as of November 30, 2015. Ms. Jammes explained the bonds are tax exempt, therefore any interest that the Town has accrued on the bonds of unspent funds has to be given back to the Federal government.
- reviewed wire transfers received for the Electric Department invoices that have been submitted for the Town's line of credit
- reviewed the current Financial Report

There was discussion concerning the manner in which payments are made to outside agencies.

There was discussion about making changes in the Simple Income Statement format. Ms. Jammes will make the suggested changes in the statement.

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Town Manager Kolakowski said that an initial report and proposal from AMP Ohio as to refinancing Electric Revenue Bonds has been received.

Ms. Jammes explained that if the Town refinances in a long-term framework, the Town would save about \$80,000. She said AMP Ohio gave a second scenario which would be to refinance with a BAN, which is a short-term time tool that organizations can use that allows them to take advantage of lower interest rates. AMP Ohio did the calculations and estimated that the Town would save about \$730,000 and shorten the length of the loan if the Town went with the short-term BAN. AMP Ohio is sending further information.

The Town Manager said a Finance Committee meeting should be held when the information is received; the funds will be utilized for additional capital expenditures; and discussions need to be started as to what those expenditures are going to be. Mr. Kolakowski said that there will probably be an Electric Committee to be going parallel with the refinancing. He said there needs to be some serious discussions as to a capital expenditure plan over the next several years so the timing can be determined so that multiple studies do not have to be done for the refinancing.

Mr. Kolakowski said that the Electric Committee and the Financial Committee should meet within the next ten days.

D. W. Lawhorne, Public Works Director, reported on the Refuse Cart Program Implementation. Mr. Lawhorne reviewed two reports: Trash Cart Summary and a report on the cost of providing second carts to the residents.

Discussion ensued about providing second carts to residents and the fee that would be charged.

Mr. Lawhorne is to report back to Council with further information.

The Town Manager said that Mr. Warner has gotten some information together regarding a dog park and that the staff is going to review those numbers and see how they compare to what actual costs would be to develop a dog park and report back to Council.

Councilman Vest said that he visited the Lynchburg Dog Park and it is quite an operation.

Mr. Warner reported that he contacted the three donors that were identified by proponents of the idea of developing a dog park as follows: James Snell indicated he would donate \$4,200 as well as some in-kind contribution for fencing; the Blue Ridge Veterinary Clinic would make a cash contribution of \$3,000; and James Jones who would make an in-kind contribution of grading services – total \$7,200.

Councilman Vest stated that the Lynchburg Dog Park cost \$110,000 and he thought it was all done with private contributions.

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The Mayor asked Mr. Warner to make a final summary and it will be put on the agenda if Council decides to go forward with it.

Town Manager Kolakowski said the agenda item “Discussion of Guidelines for Naming Rights Related to Town-owned Property” will be brought back at a future date as the committee has not met yet.

Mr. Kolakowski said that the Workforce Investment Board is composed of cities and counties in the Region 2000. Since Bedford is no longer a city, Region 2000 is requesting that the Town consent to being withdrawn from the Board. The Town will be represented by Bedford County.

The Town Manager reported that as part of the Property Maintenance Code, the Town needs to make appointments to a Board of Building Code Appeals. Three of the members are encouraged to be people with particular knowledge and skills such as construction experience and planning knowledge. Mr. Kolakowski asked that members of Council offer suggestions. Councilman Rush said that Gary McGiver, who was the building inspector for Bedford County, has expressed interest in being appointed. Mr. Kolakowski said the Board would consist of five members. The Town Manager will send a job description for being a member of the Board to Council members.

Councilman Carson	absent
Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	absent
Councilman Vest	aye
Councilman Black	aye
Mayor Wandrei	aye

Mr. Warner reported that the Planning Commission is moving ahead with their review of the Comprehensive Plan. The Planning Commission will be holding a work session on October 1 at 5:30 p.m. Mr. Warner said a facilitator will be present at the work session. He said the Commission has developed some goals and objectives. The Commission anticipates that after the first of the calendar year having public sessions dealing with specific parts of the Comprehensive Plan.

Town Manager Kolakowski said that Council authorized three Council work sessions and if the sessions are to be continued, additional meetings need to be authorized.

Mayor Wandrei reviewed comments about the work sessions: limit the number of items, as far as a time limit; material should be provided so the Council knows what is being discussed and the purpose of it; some of the would be better served at Council committee meetings, such as the financial report.

It was the consensus of Council to continue with the work sessions.

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Mr. Kolakowski said the agenda will be fine tuned and the staff will provide additional information prior to the work sessions.

Vice Mayor Rush moved that Council adjourn into closed session pursuant to Section 2.2-3711 (a) (29) of the Code of Virginia of 1950, as amended, for discussion of the award of a public contract and the terms or scope of the contract where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Councilman Hailey seconded the motion. The motion was voted upon and carried by the following roll call vote:

Councilman Black	aye
Councilman Carson	absent
Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	absent
Councilman Vest	aye
Mayor Wandrei	aye

Council adjourned into closed session at 7:24 p.m. The following non-council members attended: Town Manager Kolakowski, Town Attorney W. W. Berry, IV, and Assistant Town Manager, Barrett Warner, and Electric Utility Director John Wagner

Council reconvened into open session at 7:39 p.m.

The Clerk of Council read aloud the following resolution:

BE IT RESOLVED that the Council of the Town of Bedford hereby certifies that (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

On motion by Vice Mayor Rush, seconded by Councilman Black, voted upon and carried by a roll call vote, Council adopted the resolution. Roll call vote follows:

Councilman Carson	absent
Councilman Hailey	aye
Vice Mayor Rush	aye
Councilman Stanley	absent
Councilman Vest	aye
Councilman Black	aye
Mayor Wandrei	aye

Mayor Wandrei adjourned the work session at 7:40 p.m.